

If your site . . .	Then EPA . . .
(a) Is not proposed for listing on the NPL or is proposed but no response is underway or scheduled to begin.	will advise you in writing that we are not yet accepting TAG “applications” for your site. EPA may informally notify other interested groups that it has received an LOI.
(b) Is listed on the NPL or is proposed for listing on the NPL and a response action is underway.	will publish a notice in your local newspaper to formally notify other interested parties that they may contact the first group that sent the LOI to form a coalition or they may submit a separate LOI.

**§ 35.4115 After the public notice that EPA has received an LOI, how much time does my group have to form a coalition or submit a separate LOI?**

Your group has 30 days (from the date the public notice appears in your local newspaper) to submit documentation that you have formed a coalition with the first group and any other groups, or to submit a separate LOI. This 30-day period is the first 30 days with which your group must be concerned.

**§ 35.4120 What does my group do next?**

(a) After you submit an LOI, one of the first steps in applying for your TAG is determining whether your state requires review of your grant application. This review allows your governor to stay informed about the variety of grants awarded within your state. This process is called intergovernmental review. Your EPA regional office can provide you with the contact for your state’s intergovernmental review process.

(b) You should call that state contact as early as possible in the application process so that you can allow time for this review process which may take up to 60 days.

(c) EPA cannot process your application package without evidence that you have submitted it to the state for review, if your state requires it.

(d) EPA cannot award a TAG until the state has completed its intergovernmental review.

**§ 35.4125 What else does my group need to do?**

Once you’ve determined your state’s intergovernmental review requirements, you must prepare a TAG application on EPA SF-424, Application for Federal Assistance, or those forms and instructions provided by EPA that include:

- (a) A “budget”;
- (b) A scope of work;
- (c) Assurances, certifications and other preaward paperwork as 40 CFR part 30 requires. Your EPA regional office will provide you with the required forms.

**§ 35.4130 What must be included in my group’s budget?**

Your budget must clearly show how:

- (a) You will spend the money and how the spending meets the objectives of the TAG project;
- (b) Your group will provide the required cash and/or in-kind contributions; and
- (c) Your group derived the figures included in the budget.

**§ 35.4135 What period of time should my group’s budget cover?**

The period of time your group’s budget covers (the “funding period” of your grant) will be:

- (a) One which best accommodates your needs;
- (b) Negotiated between your group and EPA; and
- (c) Stated in the “award document.”